

REQUEST FOR PROPOSAL (RFP) & QUALIFICATIONS
to prepare a
VILAGE OF RYE BROOK, N.Y. COMPREHENSIVE PLAN

I. Project Introduction:

The Village of Rye Brook is interested in receiving Proposals from professional and experienced planning Consultants to prepare its first municipal Comprehensive Plan. The selected Consultant will be asked to meet and report to a Comprehensive Plan Steering Committee, selected by the Village Board, that represents a cross-section of Village residents, key stakeholder and professional groups, and members of various Village committees and professional staff.

The selected Consultant must be prepared to provide outreach to community groups and residents, review existing zoning regulations, and evaluate identified study documents previously completed. It is noted that the existing documents and regulations should be used as a starting point (but not an item of constraint) that will be refined, added to, improved upon, and/or revamped through an inclusive and participatory planning process. The Village is looking for a firm experienced with Best Practices for smart growth, and willing to incorporate new, innovative and state of the art approach to development of the Comprehensive Plan and future development of the Village. Demonstrated use of technology to outreach and regularly communicate with the community residents is extremely important. The final Comprehensive Plan should include a phased and prioritized implementation strategy.

If you are interested in providing the services described, please submit ten (10) copies of your proposal and qualifications by 4:00 p.m. on Thursday, February 28, 2008 to:

Christopher J. Bradbury, Administrator
Village of Rye Brook
938 King Street
Rye Brook, New York 10573
Telephone: (914) 939-1121x102
Fax: (914) 939-0242
E-Mail: cbradbury@ryebrook.org

Additional questions or clarifications regarding this RFP should be submitted in writing to Mr. Bradbury at least seven (7) business days prior to the submission date.

II. Rye Brook History/Background:

On July 7, 1982 the Village of Rye Brook was formed from the last remaining unincorporated area in the Town of Rye. The total land area in Rye Brook is 3.47 square miles.

The Town of Rye history began in 1640 when land was purchased from Native American inhabitants. The first colonists to move into the area were settlers from Greenwich, Connecticut. In 1660 they negotiated a treaty with Shenarockwell, a Mohican chief, for

all the land along Long Island Sound between the Mamaroneck and Byram Rivers. It is supposed that the town was named after Rye, in Sussex, England, the former home of some of the settlers. Communities within the Town eventually established themselves as four separate municipalities. Port Chester was the first of the areas to incorporate as a village. Its charter is dated 1868. In 1895, Mamaroneck officially became a village with its western section in the Town of Mamaroneck and its eastern section, east of the Mamaroneck River known as "Rye Neck" in the Town of Rye. In 1904 Rye Village was incorporated but, in 1942, it seceded to become a city and is no longer part of the Town. Rye Brook remained the last unincorporated area in the Town until it became a Village on July 7, 1982 after residents concluded that the only safe and certain way of achieving independence, self-determination, and protection of its tax base would be to form their own village. Today, the three municipalities constitute the entire area of the Town of Rye.

In 1940, the unincorporated area of the Town of Rye (now the Village of Rye Brook) had a population of less than two thousand residents. It had large estates, farmland, and open space. The area relied on the Town government for services and administration. The number of residents grew to 2,661 by the 1950 census. In 1960 the count exceeded 6,000 and by 1980 it had grown to 8,000. In 2000, the population grew to 8,602 and it is currently estimated to have over 9,000 residents. In recent years, much of the newer development and population growth has occurred north of Betsy Brown Road.

In 2007, the Village is largely residential but also has an active shopping district and several large corporate offices that make up its tax base. In 2000, the estimated average household income was \$133,660, and in 2007 the estimated median house/condo value was \$720,400. The Village includes approximately 3,149 households and approximately 84% are owner-occupied.

Rye Brook is uniquely located on the far east of Westchester County. It is surrounded by Port Chester and the City of Rye to the south, Harrison (i.e. Purchase) to the west, and Greenwich, Connecticut to the east. Westchester County Airport is located directly north, with part of the airport in Rye Brook. Main highways including I-287 and the Hutchinson River Parkway intersects Rye Brook, as well as primary streets such as Westchester Avenue, Bowman Avenue, Ridge Street, and King Street. The Village is also located in the Long Island Sound Watershed, with several branches of the Blind Brook ultimately flowing into the Long Island Sound.

Rye Brook's government structure is uniquely non-partisan with the Mayor and Village Board receiving no pay or benefits. The Village has many active volunteer committees, and a Village Administrator who implements Village Board policies and oversees the various departments. The Village of Rye Brook's 2007-08 adopted budget is \$16,146,192, and employs approximately 74 employees. The Village provides most of the local government services to its residents except those services provided by the Town of Rye. The Town of Rye services include tax collection, assessment services, and certain Clerk functions. The Village is also served by a private water company.

As a municipality that is over 25 years old and one that has experienced significant growth in the last decade, the timing is right to develop a Comprehensive Plan for the future benefit of the Rye Brook community.

III. Comprehensive Plan Purpose:

Proper planning helps communities anticipate and respond to changing conditions. This is accomplished through sustainable development that balances both economic and environmental considerations. The Comprehensive Plan will become the official policy document for the Village of Rye Brook, and will be a guide when evaluating proposed projects and programs, or when considering amendments to Village policies or regulations. A Comprehensive Plan will also be used by:

- *Federal, NYS, and Westchester County officials* when determining whether or not to provide funding of a local project or program,
- *Bond agencies* to see if the Village is using its resources wisely and in a coordinated fashion,
- *Large and small business owners* to help in their decision whether or not to invest in the Village,
- *Residents* to have a coordinated goal for the Village's future and to evaluate how well the Village is responding to the goals and objectives in the Comprehensive Plan.

IV. Comprehensive Plan Goal: The goal of the Comprehensive Plan is to maintain and/or improve the overall quality of life for Rye Brook residents by:

1. Promoting sustainable development;
2. encouraging a stable and enduring economic base,;
3. providing for safety, health, and education; and
4. preserving the natural, cultural, recreational, and historic assets of Rye Brook.

Simply put, the Comprehensive Plan will provide a document that will provide a basis for land use and other governmental decision-making over the next 20 years.

V. Scope of Work: The Consultant shall be prepared to study and respond to the following items, which are not meant to be exhaustive. The Consultant is strongly encouraged to include additional items as may be deemed appropriate. The use of Geographic Information System (GIS) technology for any inventory items or analysis, using current information obtained from the Village or Westchester County or any other public source, is strongly encouraged and will also be reviewed favorably in selecting a Consultant.

1. **Information gathering and analysis.** This should include the following documents:
 - a. All zoning district regulations in Section 250 of the Village Code.
 - b. Hawthorne Zoning Study, 1994
 - c. Byram Ridge Zoning Study, 1994
 - d. Village of Rye Brook Vision Plan, 2000
 - e. Residential Bulk Regulations Study, 2003
 - f. Large Lot Subdivision Study (includes study for SROD), 2004
 - g. Conservation Easement Study, 2004
 - h. Vision Plan Implementation Task Force Report of Findings, 2004

- i. Upper Lincoln Avenue Property Analysis and Report, 2005
 - j. Scenic Road Overlay District (SROD) Additions Study, 2005
 - k. Hazard Mitigation Plan, 2005
 - l. King Street Interchange Traffic Study, 2005
 - m. Byram Ridge Zoning Study/Byram Ridge Task Force Report, 2006
- 2) **Current Demographics and Growth Trends:** This should include census data, building permits, school district projections and any other data that evidence growth patterns and projections. The Consultant shall seek and receive any information currently available from the Westchester County Department of Planning and shall not re-create any information currently available at little or no costs to municipalities. Parcel-based land use and zoning coverages made available will be updated as necessary.
 - 3) **Transportation:** The Consultant shall identify traffic circulation and problem areas for vehicular and pedestrian circulation. Adequate off-street parking and use of commercial parking lots shall also be evaluated to determine the capacity to accommodate these parked vehicles. Study areas include traffic patterns and intersections on main and local roadways including Ridge Street, King Street, Betsy Brown Road, Bowman Avenue, and Westchester Avenue. The traffic pattern impacts of the Hutchinson River Parkway and I-287 should also be examined for their impact on Rye Brook.
 - 4) **Housing and Residential Development:** The Consultant shall provide an assessment of housing stock in terms of affordability, diversity, trends in building permits, density, and conformance with existing regulations. Some major study areas include: issues such as overcrowding, illegal housing, and the impacts of legalizing these homes; the need for additional building improvement standards in the Village's existing Planned Unit Development (PUD) and conservation subdivision developments; the need for available transitional housing so people stay in the municipality through different stages in life; the need for additional affordable housing; the proliferation of home occupations; and the long-term viability of commercial and not-for-profit properties and their potential re-use as residential development.
 - 5) **Parks, Recreation and Open Space:** The Consultant shall evaluate the Village's parks and recreational opportunities for all ages, including programs, facilities, and parkland. Major study areas include the possible re-use or redevelopment of existing large lots or undeveloped property, and the consideration of recreation zones for parks and recreation purposes.
 - 6) **Large Commercial Development:** The Consultant shall consider the demographic and economic trends in the region and the Village. An identification and analysis on the sustainability of this tax base is a key component of this subject area. Major study areas include the Village's large commercial properties and shopping centers.
 - 7) **Downtown/Central Business District Development:** The Consultant shall consider the demographic and economic trends in the region and the Village as it

relates to the sustainability of the downtown/central business area and their relationship to the surrounding residential properties. Major study areas include the impacts of home occupations as well as any potential for expansion and diversification of the current commercial district (retail, office, etc.).

- 8) **Natural and Historical Resources:** The Consultant shall identify any resources that may have significant natural or historical value to the Village of Rye Brook. Major study areas include water quality issues along properties on the Blind Brook, methods of encouraging greener development that is more environmental responsible, and an identification of properties considered for historic preservation.
- 9) **Public Infrastructure/Private Utilities:** The Consultant shall identify and map the location and capacity of the current public infrastructure. Major study areas include an identification of public and not-for-profit facilities, emergency response areas and routes, and the availability of local emergency facilities. Utility companies servicing the Village shall also be identified, and well as the need for all current and any potential communication facilities (cellular, wi-fi).
- 10) **Stormwater Management:** The Consultant shall evaluate current studies and other information made available by the Village to identify areas where flooding and stormwater quantity and quality are a concern. Major study areas identified include housing densities, impervious surface laws, and stormwater water impacts between neighborhoods. The potential formation of the LISWIC stormwater utility district (SUD) on Rye Brook shall also be acknowledged.

It is noted that the selected planning firm is not expected to perform any additional engineering studies of flooding or stormwater as part of the Comprehensive Plan. The LISWIC SUD impacts have already been reviewed by an engineering consultant with a report available. The selected planning firm shall seek to identify and document the findings of prior studies as part of an overall plan for addressing flooding and stormwater concern.

- 11) **Impact of Surrounding Municipalities & Facilities:** The Consultant shall review and consider the impacts of the neighboring municipalities on Rye Brook, including Port Chester, Rye City, Harrison (Purchase), Greenwich, and the Westchester County Airport. Potential major study areas include anticipated traffic impacts from the Hutchinson River Parkway, planned traffic improvements along I-287, development trends in Port Chester, development opportunities in Greenwich in upper King Street, the Village's relationship to higher education in the area (Purchase College, Manhattanville College, etc.), and impacts from the Westchester County Airport as well as NYC airport flight paths.
- 12) **Community Character:** Utilizing the results and findings of the other tasks, the Consultant shall draft a listing and visualization of the characteristics that define each of the Village's neighborhoods and commercial areas, as identified by the plan. This analysis shall be used for community outreach/public participation

and, as then refined, used as one means to test the effectiveness of current and proposed land use regulations.

VI. Identify Long-term and Short-term Action Items: The Consultant is expected to provide a Comprehensive Plan that has practical implications and be results-oriented. The Final Report should include prioritized implementation items, projects and programs based upon its findings. An action plan should be developed that identifies both short-term and long-term actions that need to be taken, the responsible agencies, funding strategies, and any estimated costs for implementation items. While the drafting of new ordinances is not expected, the Consultant should specifically identify and make specific recommendations for any zoning amendments, with any sample legislation if available. A narrative and time-line showing a phased-implementation of any recommendations shall be provided in the Final Report.

VII. Community Outreach/Public Participation: Public participation is essential for the development of a Comprehensive Plan in Rye Brook. Alternate and varied methods of outreach to residents and other Village stakeholders is preferred. The Consultant shall describe and be prepared to demonstrate their experience and method of outreach techniques to receive feedback from the community and to keep the residents informed throughout the implementation process. One mandatory method of outreach will be through the Village of Rye Brook web site (www.ryebrook.org), which will be maintained as the home location for community announcements and updates.

VIII. Comprehensive Plan Public Meetings: If selected, the Consultant would meet with a Comprehensive Plan Steering Committee, consisting of approximately ten (10) members that are representatives of the Village of Rye Brook. For budgetary purposes, the Consultant should anticipate that this committee would meet every 4-6 weeks in a public meeting. In addition, approximately 4-6 public visioning sessions should be included in the total cost to prepare the Comprehensive Plan, as well as a Final Report at a Village Board meeting. The Consultant's primary point of contact will be the Rye Brook Village Administrator, who will coordinate the meetings with the Committee Chair and distribute any Consultant-provided information to committee members. The Consultant would be responsible for facilitating any public meetings, deciding on meeting content, preparing the public meeting agendas, preparing documents for distribution, and preparing draft and final meeting minutes.

IX. Consultant Qualifications & References: The Consultant shall describe how they would approach this project and describe why they are the most uniquely qualified firm to prepare a Comprehensive Plan for the Village of Rye Brook. The Village seeks a Consultant with significant experience in developing municipal Comprehensive Plans. Experience with implementing or updating Comprehensive Plans in Westchester County municipalities would be viewed favorably. The Consultant shall identify all municipal comprehensive plans or similar documents that they have prepared over the past ten (10) years. The response shall include whether the firm was the principal firm on the project or whether they were a subcontractor together with a listing of responsibilities on each project. At least three (3) municipal references from different agencies must be provided for similar projects. A detailed history of the planning firm as well as the qualifications of all firm principals and staff to be assigned to this project shall also be provided in the Proposal.

X. NYS Environmental Quality Review Act (SEQRA): The Consultant shall be responsible for the preparation, posting, and distribution of all SEQRA documents required for the implementation of a Comprehensive Plan. The Proposal should describe the firm's approach to SEQRA compliance on this project.

XI. Budget: The Proposal shall include a lump sum fee as well as a detailed budget. The budget must include an hourly rate schedule and estimated number of hours to be performed by each staff members assigned to the project. If any work is to be subcontracted, the Proposal should reference the specific areas and costs. Any reimbursable expenses must be clearly indicated and an estimate provided. For budgeting purposes, a fee schedule shall be provided that includes an anticipated start date and include all payments anticipated in each of Rye Brook's applicable fiscal years (June 1 to May 31).

XII. Work Plan & Time-line: A detailed work plan and schedule with milestones shall be provided in both a narrative and graph format for the work to be performed in developing a Comprehensive Plan. It is expected that the Comprehensive Plan start date will be on or around June 1, 2008 and the Plan will take approximately 24 months to complete.

XIII. Sample Agreement: The Proposal shall include a sample agreement to be entered into with the Consultant at the time of the award.

XIV. RFP Deliverables: Interested Consultants shall deliver ten (10) copies of their Proposals to provide these services to Christopher J. Bradbury, Village Administrator, Village of Rye Brook, 938 King Street, Rye Brook, NY 10573 by February 28, 2008. Questions related to this Proposal should be directed to Mr. Bradbury at (914) 939-1121x102 or cbradbury@ryebrook.org.

XV. RFP Review Procedure and Selection:

Since this is a Proposal for the receipt of professional services, the Proposal that may best serve the Village is not solely determined on the proposed fee alone. The Village will also consider all relevant and material factors that pertain to the qualifications of the planning firm.

The Village will undertake a review process of 30-45 days to select the Consultant. A review committee, selected by the Village Board, will review all responses and select the firms to be interviewed as appropriate. This review committee will then make a recommendation to the Village Board.

The Village Board reserves the right to reject any and all Proposals that they believe are not in the best interests of the Village of Rye Brook.

XVI. Comprehensive Plan Deliverables:

The Consultant should anticipate providing fifty (50) hard copies and one (1) electronic version of the Final Report. It is emphasized that all Consultant report submissions, including all text, maps, tables and figures, shall be provided in a format that is compatible with existing Village Geographic Information System (GIS) and other

computer programs and formats so that it is in a form that can be reproduced, modified, and updated by the Village over the long-term. The electronic submission must also be in a format that would be easy for the Village to update and modify allow the Village to post it on the Village web site for public viewing.

/CJB

December 18, 2007